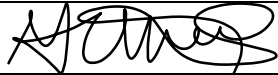


Risk Assessment

Risk Assessment for the activity of	MedSoc Quiz Night	Date	01/11/23
Unit/Faculty/Directorate	MedSoc	Assessor	Becca Heritage
Line Manager/Supervisor	<i>Mithu Sumeshkumar</i>	Signed off	

PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user ; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, trips and falls	Minor injuries	Students	3	1	3	Ensure that any boxes are away from walkways and are appropriately placed	1	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

Manual handling	Staff and students receiving neck, back and limb injuries from lifting heavy loads, e.g. re-arranging tables and furniture.	Students	1	3	3	<p>Members must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the appropriate number of people are used to any heavy items</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed Seek medical attention from SUSU Reception if in need Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc	Students	5	1	5	<p>Making everyone aware of the bullying policy. Ensuring helpers take breaks</p>				

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						and have organised shifts so work is distributed				

Public	As the event is in a public place, there will be members of the public passing	Students Public	3	1	3	We will make sure to remind people to act respectfully towards the public and be clear that any behaviour that may impact the public image would not be tolerated	1	2	2	With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
Emergency (health, fire, danger)	As it is a large event, we are mindful that there may be an emergency at the time	Students Public	1	3	1	We will make sure to call 999 in case of an emergency, and have first aid on hand (we are first aid qualified). We will also let SUSU know	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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						(Mollie Lee).				

COVID regulations	In case COVID regulations are in place, we will act accordingly.	Students Public	2	1	2	We have checked COVID regulations the morning of the event and we will make sure that anyone feeling unwell is told not to come.				
Serving and preparation of food (for prizes)	Allergies Food poisoning Choking	All	3	5	15	Homemade items to be avoided by those with allergies precautions	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <ul style="list-style-type: none"> Report incidents via SUSU incident report procedure

						should be made by those with appropriate food hygiene training (Level 2+) Only order/buy food at establishments with appropriate				
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						te food hygie ne ratin g Food to only be provi ded/ eate n whe n othe r activi ties are stop ped Follo w good food hygie ne pract ices-				
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						no hand ling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary prod				
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						products				

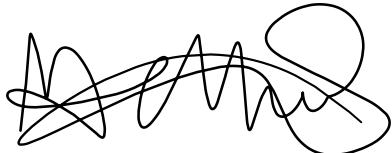
<p>Handling & Storing Money-</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<p>Transactions will be done via card payment only. Only Medsoc committee members will have access to these card readers and will be advised to keep it on them for the whole evening. Participants will be encouraged to keep their belongings next to them/ tucked away under their tables so theft risk</p>	<p>2</p>	<p>5</p>	<p>6</p>	
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						will be reduced.				

PART B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	4 people to lift a table to prevent injuries	MedSoc and helpers	07/11/23	08/11/23	
	All boxes to be behind the table to prevent slips	MedSoc Committee	07/11/23	08/11/23	
	All medsoc committee to wear their jumpers to be easily identified	MedSoc Committee	07/11/23	08/11/23	

Responsible manager's signature: 

Print name: Mithu Sumeshkumar Date: 02/11/23

Responsible manager's signature: 

Print name: Becca Heritage Date: 2/11/23

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

